

# BRIGHAM CITY

## Job Description

<b>Title:</b>	<b>Police Officer I, II or III</b>	<b>Code:</b>	<b>323, 324 325</b>
<b>Division:</b>	Administration	<b>Effective Date:</b>	7/99
<b>Department:</b>	Police	<b>Last Revised:</b>	08/2010

	<b>GRADE</b>	<b>HIRING RANGE (depending upon qualifications)</b>
<b>Officer III</b>	<b>53</b>	<b>\$19.80 - \$21.54 per hour</b>
<b>Officer II</b>	<b>47</b>	<b>\$17.07 - \$18.58 per hour</b>
<b>Officer I</b>	<b>42</b>	<b>\$15.09 - \$16.42 per hour</b>
<b>Brigham City Corporation reserves the right to hire at the 1<sup>st</sup> Quartile, Officer III at \$21.54 per hour, Officer II at \$18.58 per hour, Officer I at \$16.42 per hour, depending upon qualifications.</b>		
<b>OPENED: 17 August 2010</b>		<b>CLOSES: 31 August 2010</b>

### GENERAL PURPOSE

#### Police Officer I

Performs a variety of **entry level law enforcement duties** while in training. Responds to life and property threatening calls such as robbery, burglary, family disturbance, theft vandalism, arson, riot, etc. Conducts investigation and follow-up investigation on scene and suspects; makes arrests of offenders. Writes crime case reports, arrest reports, complaint reports, etc. Appears and testifies in court. Performs traffic enforcement and routine patrol. Operates the intoxilyzer and radar equipment. Conducts security checks of business and residential establishments. Issues ticket to traffic violators.

#### Police Officer II

Performs a variety of **working level technical** law enforcement duties related to enforcing the laws, maintaining the peace, and protecting the citizens of Brigham City. Performs in investigations, K-9, community policing and patrol units as may be assigned.

#### Police Officer III

Performs a variety of **full performance technical** law enforcement duties related to enforcing the laws, maintaining the peace, and protecting the citizens of Brigham City. Performs in investigations, K-9, community policing and patrol units as may be assigned.

### SUPERVISION RECEIVED

Works under the general supervision of a Sergeant, Corporal or assigned FTO/OIC.

### SUPERVISION EXERCISED

None.

### ESSENTIAL FUNCTIONS

**Patrol/Traffic:** Patrols all areas of Brigham City in police vehicles, on bicycle, or on foot, including the city streets and alleys, checking for unlocked doors, windows and building security; makes business location and residential house checks for possible illegal activities.

Responds to calls for assistance, secures crime scenes for evidence searches; makes preliminary investigation and interrogates complainants, witnesses and suspects; completes complaint questionnaires; performs case follow-up and assists with investigation activities as assigned; makes arrests.

Controls traffic and enforces traffic laws and ordinances; directs traffic, assists motorists, issues citations and warnings for traffic violations, D.U.I's, and investigates accidents involving motor vehicles; prepares and submits accident, offense, arrests and other forms and reports as necessary.

Serves processes, notices, summons and subpoenas and keeps records of dispositions; escorts prisoners to and from county jail or from one location to another; subdues unruly prisoners when necessary.

Completes comprehensive reports of daily activities and enforcement actions; Prepares for court cases and testifies in court when required.

Cleans and maintains assigned fire arms and vehicles and other special equipment.

Performs ongoing public relations to enhance the image of the department within the community.

**Community Policing/School Resource/Crime Prevention:** performs in various programs for community as needed to address needs, concerns, and issues pertaining to crime prevention and public relations; performs specialty resource functions by administrative assignment; enforces all applicable city, state, and federal laws by apprehending, citing, and arresting violators on or off school property.

Presents program(s) unique to elementary, Junior High and High schools; focus on safety, drug awareness, alcohol (DUI), gang activity, truancy, violence, theft, vandalism, trespassing, traffic, etc.; conducts lectures, workshops, classes or gives presentations related to criminal activity within the schools to assist school officials; educates participants and youth regarding law enforcement practices ; demonstrates specialized equipment explains efficiency and effectiveness of the same.

May participate as member of special task forces or cooperative agency programs related to gang activity and other high profile situations and concerns; may serve on school community council; performs duties and services mutually agreed upon by police department and school administration; organizes and establishes neighborhood watch areas; conducts community watch meetings with concerned citizens upon request; educates public regarding effective action through organized community efforts.

Maintains physical fitness minimum standards necessary to pass annual physical fitness exam per Police Department Policy.

Performs related duties as required.

#### MINIMUM QUALIFICATIONS

1. Education and Experience:

Police Officer I

- A. Graduation from high school or equivalent; plus successful completion of Police Officers Standards and Training Academy (POST) preferred;  
AND
- B. Six months (6 mo.) of experience performing above or related duties;  
OR
- C. An equivalent combination of education and experience.

Police Officer II

- A. Graduation from high school or equivalent; plus, one (1) year of specialized training provided through UTAH P.O.S.T., college or special workshops and seminars;  
AND
- B. Two (2) years experience as a patrol officer;  
OR
- C. An equivalent combination of education and experience.

Police Officer III

- A. Graduation from high school or equivalent; plus, one (1) year of specialized training provided through UTAH P.O.S.T., college or special workshops and seminars;  
AND
- B. Three (3) years experience as a patrol officer;  
OR
- C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

Officer I

**Some knowledge of** modern law enforcement principles, procedures, techniques and equipment; applicable Federal, State, County, and City laws and ordinances and departmental rules and regulations; hazardous waste classifications and emergency procedures related to control, containment and confinement; investigative procedures and practices; legal liabilities associated with arrest and law enforcement; court room procedures and laws of evidence.

Officer II

**Working knowledge of** Brigham City and its street systems; modern law enforcement principles, procedures, techniques and equipment; applicable Federal, State, County, and City laws and ordinances and departmental rules and regulations; crime scene processing methods and procedures. **Some knowledge of** hazardous waste classifications and emergency procedures related to control, containment and confinement; principles of law enforcement administration; investigative procedures and practices; legal liabilities associated with arrest and law enforcement; court room procedures and laws of evidence.

Officer III

**Considerable knowledge of** Brigham City and its street systems; modern law enforcement principles, procedures, techniques and equipment; applicable Federal, State, County, and City laws and ordinances and departmental rules and regulations; crime scene processing methods and procedures. **Working knowledge of** hazardous waste classifications and emergency procedures related to control, containment and confinement; principles of law enforcement administration; investigative procedures and practices; legal liabilities associated with arrest and law enforcement; court room procedures and laws of evidence.

Officer I, II and III

**Skill in** the use of firearms, the operation of police vehicles and other specialized equipment including intoxilyzers radar units, police batons and restraining devices; basic CPR, First Aid and emergency response driving.

**Ability to** react effectively in emergency, life and death, and stress situations; exhibit imagination, initiative and problem-solving capability in coping with a variety of law enforcement situations; follow standard safety practices and procedures common to law enforcement work; perform work requiring good physical condition; communicate effectively, verbally and in writing; establish and maintain effective working relationships with employees, other agencies and the public.

3. Special Qualifications:

Officer I

POST certifiable law enforcement officer preferred.

Must be clear of a prior criminal record.

Must possess a valid Utah State Driver's License.

Must maintain firearm proficiency.

Must maintain law enforcement certification by completing annual training requirements (40 hrs.).

Body armor must be worn when any officer is on duty and in uniform.

Must annually pass physical fitness test established by Police Department policy.

Officer II

Must be clear of a prior criminal record.

Must possess a valid Utah State Driver's License.

Must maintain firearm proficiency. Must maintain law enforcement certification by completing annual training requirements (40 hrs.).

Certifications in various advanced areas of law enforcement may be required; including, weapons, pepper spray, intoxilyzer, radar, lidar, field sobriety testing, 1st responder, CPR, EVO's , arrest control, child abuse, victim perpetrator, interviewing and interrogation, crime scene investigation.

Body armor must be worn when any officer is on duty and in uniform.

Must annually pass physical fitness test established by Police Department policy.

Officer III

Must be clear of a prior criminal record.

Must possess a valid Utah State Driver's License.

Must maintain firearm proficiency.

Must maintain law enforcement certification by completing annual training requirements (40 hrs.).

Certifications in various advanced areas of law enforcement may be required; including, weapons, pepper spray, PR24, intoxilyzer, radar, ladar, field sobriety testing, 1st responder, CPR, EVO's, arrest control, child abuse, victim perpetrator, interviewing and interrogation, crime scene investigation.

Body armor must be worn when any officer is on duty and in uniform.

Must annually pass physical fitness test established by Police Department policy.

4. Work Environment:

Functions of the position generally performed in a controlled environment, but subject to all seasonal and weather extremes. Constant travel. Many functions of the work pose high degree of hazard uncertainty. Physical readiness essential to effective job performance. Various levels of mental application required, i.e. memory for details, emotional stability, discriminating thinking, creative problem solving. Continuous use of motor skills.

**EMPLOYMENT APPLICATION PROCEDURES:** Register online with Utah Department of Workforce Services and submit a Brigham City Corporation Application for Employment regarding Job Order number **8899249** and submit application to DWS, 1050 S Medical Dr, Brigham City, UT 84302 or fax to 435-734-4062 attn: Craig Stewart. Registration and application available at website <https://jobs.utah.gov> for all qualified applicants.

**NOTE:** All Brigham City employees must be able to pass a pre-employment background check and pre-employment drug screen.

**BRIGHAM CITY CORPORATION IS AN EQUAL OPPORTUNITY EMPLOYER.**